

**AGENDA ITEM:** Special Services Program - Literacy**GENERAL OVERALL PROGRAM UPDATES:**

**CURRENT STATUS:** CLSA Special Services Program activities are organized in two current components: 1) activities undertaken to implement Library of California Board priorities for emphasizing services to the underserved in other CLSA Programs (e.g., System Reference); and, 2) services supported with funds allocated to the CLSA Special Services Program, currently the library-centered adult literacy services known as the Adult Literacy Services (ALS), and the Families for Literacy Program (FFL). These programs together are known as California Library Literacy Services (CLLS).

At its August 2002 meeting, the LoC Board directed its Chief Executive Officer to allocate available 2002/03 California Library Literacy Services funds to local programs in accordance with the provisions of Section 18733.2 of the Education Code. The preliminary 2002/03 CLSA Local Assistance Budget as adopted by the Board appropriated a total of \$3,990,000 to implement the ALS component of the CLSA Special Services Program in the 2002/03 fiscal year. This is an approximate reduction of 2.44% from the prior year of \$4,090,000.

In accordance with the LoC Board's August action, the Chief Executive Officer announced projected awards totaling \$1,244,533 to local ALS programs in the 2<sup>nd</sup> through 5<sup>th</sup> years of operation based on the funding formula established in Section 18733.2 of the Education Code. A complete list of these local ALS programs and the proposed amounts to be awarded appears as Exhibit A to this agenda item.

The remainder of the ALS budget in the amount of \$2,745,467 will be awarded to sixth and subsequent year ALS programs on a matching basis with local public and private financial support for ALS programs, as required by the Act. Ninety-one (91) jurisdictions (87% of all funded ALS programs) have been found to be eligible for the \$2,745,467 in state matching funds for sixth and subsequent years. Certification documents for state financial assistance under the provisions of Section 18733.2(a)(6) of the Education Code were submitted. A list of the jurisdictions, the amounts of local public and private funds certified, and the amounts of state matching funds for which they are eligible is provided as Exhibit B in this agenda item. These libraries certified a total of \$16,313,281 in local public and private funds. This resulted in a state to local dollar match for the 2002/03 fiscal year of \$1 of state funds to \$6 of local funds or approximately a 17% state match. Even though four additional libraries entered into the matching funds process, the match remained close to that of the prior year. This was due to the fact that no new literacy programs were started this year, thus making more funds available for those in the match. The

next phase of the matching funds process is the submission of the CLLS Plans of Service and Budgets, due to the State Library on November 8, 2002. Award letters should be mailed to qualifying public libraries by November 18<sup>th</sup>.

Also at its August 2002 meeting, the Library of California Board directed its Chief Executive Officer to allocate 2002/03 Families For Literacy funds to local participants based on the criteria contained in the Families for Literacy application materials and prior program performance, where applicable. 78 applicants requested a total amount of \$1,753,770. A complete list of local programs and the requested amounts appear as Exhibit C to this agenda item. Two new libraries applied for FFL funds for the first time, but the Board decided to start no new programs during this fiscal year due to budget reductions.

Adult Literacy Services summary statistics for the 2001/02 fiscal year are included as Exhibit D. It should be noted that sixth and subsequent year local programs that choose not to apply for the state/local matching funds are not obligated to submit the State reports. Consequently, statewide summaries conservatively represent only what has been reported. Actual service delivered is higher.

Exhibit E displays individual program statistics on several key measures. Exhibit F displays demographic data for both adult learners and tutors. Exhibit G presents the sources and types of in-kind support (expressed in dollar equivalents) contributed to local programs during the 2000/01 fiscal year.

Summary statistics for the 2000/01 Families for Literacy program appear as Exhibit H.

### **California Library Literacy Service:**

#### **Surviving the Matching Funds Years**

Many local libraries have often found it difficult to transition from the 1<sup>st</sup>-5<sup>th</sup> years when they are primarily funded by the state into the matching funds formula when they are primarily dependent on local funds. Although we have experienced a high success rate of libraries being able to continue their literacy services beyond the fifth year, current fiscal and budgetary difficulties as well as the very low state match are making it harder and harder for local libraries to secure the funding needed to continue their services. In order to help address this problem, the State Library sponsored a two-day "Transitioning Into the Matching Funds" training in Sacramento in September. The training session was designed to provide technical support for libraries before they transition Adult Literacy Services into the Matching Formula so that they are better prepared and do not wait until their fifth year to begin to develop additional resources.

Consultant Kathy St. John assessed the needs of the 14 libraries transitioning into the

CLC Matching Formula funding over the next 3 years (with an emphasis on the four libraries in Year 5) by surveying both the literacy coordinator and the library director. She reported the results of that survey at the training session, and, using a variety of methods and materials, attempted to address the main issues. Highlights of the training included sessions on: Integrating literacy into library services; Integrating literacy into your community; Funding resources, etc. Presentations were made by Kathy and by a number of successful local library directors and local literacy staff. A guide or manual will also be a product of this effort and will soon be made available to all public libraries that provide literacy services.

### **Orientations for new staff at existing literacy programs**

An orientation meeting will be held in January for new staff to existing literacy programs. Depending on the number of new staff, meetings will be held in both southern California and at the State Library in Sacramento for the north. The agenda will include: A Brief History of the California Literacy Campaign; Successes and Issues in Managing California Library Literacy Programs; How to Operate a Successful Literacy Program; and Where to Find On-going Assistance.

### **California State Library Literacy Team**

#### **Pre-Conference Event for Local Library Literacy Providers**

**October 1st & 2nd, 2002**

The California State Library Literacy Team capitalized upon the occasion of the California Literacy Conference, a major statewide conference provided for literacy stakeholders, to bring together 150 local library literacy and family literacy providers for two pre-conference days.

This pre-conference gave staff the opportunity to share what has been achieved on behalf of literacy services on a statewide basis since the 1999 Library Literacy Convocation (the last time all literacy staff were brought together) and to solicit feedback from the field on the strategic planning process the State Library Literacy Team has been undergoing.

Specifically, staff:

- ♦ Unveiled our program's new name: "California Library Literacy Services" (CLLS), which replaces the "California Literacy Campaign."
- ♦ Presented our program's statewide mission: "The mission of California Library Literacy Services is to enable Californians of all ages to reach their literacy goals and use library services effectively."
- ♦ Shared the results of two major reports commissioned by the California State Library through LSTA funding: one, an overview of outputs and trends in

literacy services since 1988; the other, a survey of Library Directors and Literacy Coordinators regarding the level of integration of literacy services into their library operations.

- ♦ Presented a strategic planning matrix (Exhibit I) which follows the evolution of the critical issues that were identified in 1999, details what has been accomplished to address those issues, shows how the CSL Literacy Team's strategic planning process dovetails with these concerns, and identifies next steps and actions to be taken in the future.
- ♦ Heard from selected library literacy providers on topics of interest to the whole group including: Marketing Literacy, Adult Learners on Staff, and Literacy Regional Networks.
- ♦ Requested feedback from small groups on the critical issues defined in the matrix: Accountability & Assessment, Clarifying Whom We Serve, Diversity, Family Literacy, Funding, Integrating Literacy Into Libraries, Marketing CLLS, Networking and Collaboration Within CLLS, and Staff Development.
- ♦ Distributed literacy program notebooks to all attendees filled with timely information and publications including: "A Guide to Surviving the Matching-Funds Years," "LD Resource Guide: Making Sense of Learning Difficulties, Disabilities and Differences," and a "Guidebook for Serving Disabled Adult Literacy Learners."
- ♦ Heard from Dr. Kevin Starr about his commitment to the integration of literacy services into library operations and his belief that literacy belongs in public libraries as a natural part of what is offered to California's diverse communities.

### **Families For Literacy Program Update:**

In addition to the pre-conference events described above, Families for Literacy staff participated in a special pre-conference event at the Red Lion Hotel in Sacramento on October 1-2, 2002. This event brought 85 family literacy coordinators and staff together to network and share best practices in California library family literacy programs.

Staff participated in sessions on children's books, music, literacy partnerships, pediatric literacy programs, and other activities to promote literacy services to families.

Evaluations from the family literacy pre-conference were positive with staff remarking how much they learned from their family literacy colleagues. One person remarked, "I'm on a great learning curve here!"

On the last day of the pre-conference, family literacy staff joined adult literacy coordinators in a strategic planning session with the California State Library. A presentation on family literacy program issues identified at the 1999 CLC Convocation and accomplishments after the convocation was presented by field staff. Exhibit J was presented as a handout at the pre-conference to demonstrate successful accomplishments in the Families For Literacy Program before and after the 1999 CLC Convocation.

**RELATED ISSUE TO COME BEFORE THE BOARD IN THE FUTURE:** Update on Matching Funds allocations for fiscal year 2002/03.

Relevant Committee: Literacy

Staff Liaisons: Cindy Tackett, Carla Lehn, Cindy Costales